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28 SEP 1965

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MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Duty Status of Directors and Deputy Directors
of Support Offices

1. Either the Director or the Deputy Director of Support Offices should, to the extent possible, be on duty at Headquarters during official duty hours. In the event this may sometimes be impractical, I would like to have as much advance notice as possible, preferably by a short note describing the situation which requires both the Director and Deputy Director to be absent at the same time. The note should include information about where and how the Director and Deputy Director can be located if necessary and should identify the officer who will be Acting Director during the specified time of the absence. If time does not permit submitting this information by a note, a telephone call to my office will suffice.

2. We now have in effect a procedure to notify this office during planned absences of Support Office Directors and this system is working well. I should like to extend this procedure to Deputy Directors of Offices as well. If there is not enough time to effect this by a note, please advise my office by telephone.

3. For your information similar arrangements have been made for reporting to the President absences of Agency Heads and Deputies and for reporting to the Director absences of Deputy Directors and Assistant Deputy Directors.

4. These procedures do not affect the requirement to notify the Watch Office of absences as provided in

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SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

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